

Instructions for Completing the Arizona Highly Qualified Teachers Attestation and the AZ HOUSSE Rubric

In order to comply with the requirements of the *No Child Left Behind Act of 2001* (NCLB), *all* teachers currently teaching a CORE academic subject area (see glossary) must meet the requirements for being “highly qualified” by the end of the 2005-2006 school year (Fall 2003 for teachers in Title I schools or those being paid with Title I funding). Teachers demonstrate that they meet the “highly qualified” requirements by completing the Arizona Highly Qualified Teachers Attestation and AZ HOUSSE Rubric annually. The rubric is completed on as-needed basis until the teacher meets the highly qualified requirements for each subject he/she is teaching. NCLB requires annual public disclosure of each teacher’s status relative to “highly qualified” at the building, district, and state level.

To assist you in the completion of these forms you may need:

1. Copies of all your college transcripts. District offices are required to keep official transcripts on file for all teachers. Contact your district office if you need a copy of your transcripts.
2. Documentation of any professional development, service, awards, publications and/or presentations related to your instructional level and/or content area.

Arizona Highly Qualified Teachers Attestation

Under the guidelines of NCLB, to be considered “highly qualified”, you must meet certain criteria. The purpose of this form is to assist you in meeting the federally mandated guidelines. Please complete this form following the directions provided below.

1. Fill out the top of the form with your name, social security number, district, and school.
2. Check items 1 and 2, if you have completed these items. If you cannot check items 1 and 2, **please stop!!** You are not eligible to continue this form if you are a **public** school teacher. Charter school teachers must have a bachelor’s degree and are exempt from holding a valid teaching certificate.
3. Check item 3 **and** box a, b, c, **or** d, if you:
 - a. Have passed a rigorous State academic subject matter test in the content area in which you are teaching. In Arizona, this is the AEPA Subject Knowledge Test. This test was first available in 1999. If you were certified to teach in 1999 or later; check box “a”.
 - b. Hold an advanced degree in the content area in which you are teaching. For teachers at the elementary level, this would be an advanced degree with an elementary emphasis, or one in elementary education or curriculum and instruction; for middle/high school teachers with an undergraduate degree in the content area, this would be an advanced degree in middle or secondary school education or curriculum and instruction, check box “b”.
 - c. Hold National Board Certification in the area in which you are teaching; check box “c”.

- d. (Middle and High School only) Have 24 credit hours in the content area; check box “d”.

*If you are able to check items 1 and 2 **and** box a, b, c, **or** d of item 3, sign your name as it appears on your certificate. If you have recently undergone a name change, place your new name in parentheses. Signing this page assures the Arizona State Board of Education that you have accurately completed the survey as mandated by the federal NCLB legislation.*

Both your signature and that of the building administrator are required. Misrepresentation or falsification of information could result in referral to the Professional Practices Advisory Committee for revocation of your teaching credentials.

If you were not able to check a, b, c, or d in item 3, then continue on and complete the *Rubric for Arizona’s High, Objective, Uniform, State Standard of Evaluation (AZ HOUSSE)*.

AZ HOUSSE Rubric

COLUMN 1: YEARS OF EXPERIENCE

Experience must be in the content area. Multiply the number of years experience by ten (10). *A maximum of 50 points is allowed.*

COLUMN 2: COLLEGE LEVEL COURSE WORK

Refer to your college transcript. Count the number of credit content hours and multiply times four (4). For elementary and special education, up to (9) nine credit hours of methods courses may be counted. Coursework must be in the content area.

Do not call the Arizona Department of Education (ADE) with specific course questions. Without a course description, the ADE cannot answer your questions. Use your own best judgment. Districts can make reasonable consistent decisions about whether coursework is appropriate for the core academic subject the teacher is teaching. Such decisions should be guided by whether the courses are related to the Arizona Academic Standards for the subject.

COLUMN 3: PROFESSIONAL DEVELOPMENT ACTIVITIES RELATED TO CONTENT

Multiply the number of activities times five (5). Almost any recent content specific activity may be counted for points in this column if it has been *completed within the past 10 years*.

Examples might include but are not limited to:

- Served on a committee that developed, selected, or evaluated academic standards at the local, state, or national level;
- Served on a committee that developed, selected or evaluated professional teaching standards at the local, state, or national level;
- Served on a committee that developed, selected, or evaluated content curriculum at the local, state, or national level;

- Served on a committee that aligned local academic standards and curriculum with state standards;
- Served on a committee that developed, validated, or evaluated local, state, or national academic assessments;
- Participated in a national, regional, or state professional conference, seminar or workshop;
- Completed assessments for National Board Certification.
- Participated in district approved professional development activities in the content area.

COLUMN 4: SERVICE RELATED TO CONTENT

Multiply the number of services related to the content area times five (5). Almost any recent content specific service may be counted for points in this column. *A maximum of 30 points is allowed.*

Examples might include but are not limited to:

- Chair or Team Leader
- Mentor Teacher
- Cooperating teacher for a preservice (student) teacher
- Leadership position in a state, regional, or national content organization
- Presentations at the school/district level in areas related to the content area
- Instructor at an Institution of Higher Education related to the content area

COLUMN 5: AWARDS, PRESENTATIONS, OR PUBLICATIONS

Multiply the number of awards, presentations, and publications related to the content area times five (5). *A maximum of 30 points is allowed.*

Examples might include but are not limited to:

- Recipient of a State or National award including Teacher of the Year, Milken National Educator, Presidential Award for Excellence in Math and Science, or Christa McAuliffe Fellowship;
- Presentations at regional, state, or national professional content organization meetings; and
- Articles published in regional, state, or national journal.

**RETURN THE SIGNED ARIZONA HIGHLY QUALIFIED TEACHERS ATTESTATION
AND RUBRIC TO YOUR BUILDING ADMINISTRATOR.**

KEEP A COPY FOR YOUR RECORDS.

Thank you

Glossary

AEPA: Arizona Educator Proficiency Assessment

Arts: Arizona has defined the “Arts” as music and visual arts.

Core Academic Areas: English; Reading/Language Arts; Mathematics; Science; Foreign Language; Civics and Government; Economics; Arts (Visual Arts and Music); History; Geography

Elementary: Teachers teaching in K-6 self-contained classrooms; 7-8 self-contained classrooms; K-6 team teachers in an elementary setting; and K-6 teachers in multi-grade classrooms are considered elementary teachers.

High School: 9-12 core subject teachers teaching one or more **core academic subjects**; 9-12 Career and Technical Education teachers (where students earn credit in core academic areas)

Highly Qualified Teacher: A “highly qualified teacher” is one with full certification (unless exempted as a charter school teacher), a bachelor’s degree, and demonstrated competence in subject knowledge and teaching.

HOUSSE: *High, Objective, Uniform, State Standard of Evaluation.* Elementary, Middle, and Secondary teachers who are not able to complete the Highly Qualified Attestation may demonstrate competence in all the academic subjects in which the teacher teaches by using the HOUSSE rubric to meet the highly qualified standards.

Middle School: Teachers teaching single subjects in grades 5-9; 5-9 as a “school within a school” in a K-9 school; 5-9 team teaching (teachers teaching one or two core academic areas) in a middle school setting

National Board Certification: Advanced certification offered by the National Board for Professional Teaching Standards

NCLB Timelines: *All* teachers who are currently teaching must be “highly qualified” by the end of the school year 2005-06.